

UK Employee Benefits Handbook



2020

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The following pages give a brief description of the benefit plans offered to you as a Calnex employee. If you need more specific information on any of the plans, the Admin/HR team are available to answer any questions you may have.



Flexible Working Hours

Flexible start/finish times (within reason) around core hours with potential to finish at lunchtime on Fridays.

Calnex Contact: Line Manager



Holidays

32 days per year (includes 4 fixed) plus an additional service day after 3 and 5 years.

Purchase of Additional Annual Holidays*

Purchase up to 10 extra days holiday per calendar year.

Sell Annual Holidays*

Sell up to 4 days holiday per calendar year back to the company. This amount is subject to tax and NI.



Healthcare Scheme*

Calnex pays the cost of covering the employee and 50% of any optional element.

Provider: Vitality



Life Assurance Policy

Cover provided at four times your basic annual salary to be paid to your dependants/estate in the event of your death while employed by Calnex.

Provider: Zurich



Critical Illness Protection*

Paid for by Calnex. Policy will pay 50% of salary tax free if you are unable to work through illness. Benefit lasts until you return to work up to 5 years, after a 13 week deferral period.

Provider: Zurich



Pension Scheme

Calnex contributes the equivalent of 5% of your salary monthly. Calnex is subject to the government auto-enrolment scheme and contribution percentages will increase in line with government guidelines. Any amount over 5% will have to be met by the employee. Option available for you to contribute extra funds through the salary exchange scheme – save on tax and NI. Basic pension advice available through our broker Positive Solutions, telephone 0345 450 7806 x1702.

Provider: Royal London



Employee Referral Scheme

To support our recruitment programme, Calnex offer a £2000 referral bonus, payable to any employee who introduces a successful candidate for any open job opportunity at Calnex. Employees will receive the £2000 reward once the referred candidate, who successfully secures the role, completes their 3 month probation period.

Calnex Contact: Claire Wishart



Onsite Gym and Sports Facilities

Free, fully-equipped onsite gym, accessible 24 hours/day, 7 days/week. Free access to workout area used for fitness and wellbeing classes, tennis courts and astro surface football pitch. Changing facilities also available.

*Available on completion of 3 month probationary period

Concessionary Benefits



Everyday Benefits – Love2Shop*

With Everyday Benefits, you will receive a Love2Shop card. With this card, you'll receive a 7.5% discount on card loads which you can spend in over 95 leading high street retailers. There are also savings to be made in major supermarkets, on your holiday bookings, and on UK-wide leisure activities including top cinema and theme park attractions.



Cycle to Work Scheme*

A government initiative that provides a tax and NI saving incentive that enables you to enjoy savings on the price of a new bicycle and safety equipment. Calnex pay for the bicycle and equipment and you hire this from the company through Salary Exchange over 12 monthly payments.

For more information visit
<http://www.bike2workscheme.co.uk/>



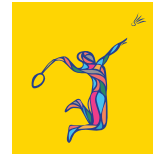
SportLink

SportLink focuses on making exercise and nutritional education more accessible, convenient and fun for busy office workers. At Calnex they provide:

- Circuits/Abs Training Class open to all levels of fitness
- Pilates Class (beginner to intermediate level)

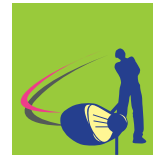
Both instructor led, onsite, weekly, lunchtime classes and free to all employees.

*Available on completion of 3 month probationary period



Bo'ness Recreation Centre

- Free badminton, squash and swimming; feel free to take along friends and family
- 11am - 2pm Monday to Friday
- Call 01506 778510 to book badminton and squash under Calnex
- Calnex ID required
- Gauze Road, Bo'ness (5 minute drive from office)



Kingsfield Golf Centre

Free golf, putting and driving range.

Feel free to take along friends and family (children under 14 must be supervised). Calnex employee must be present.

- Each tee time allows up to 18 holes
- Clubs available, free of charge, for driving range and putting
- Clubs available to hire for golf course

USGA Specification 9 Hole Golf Course

Presents a challenge to the experienced golfer but is also designed to welcome people who want to learn to play.

Driving Range

300 yard floodlit outfield, various target greens and yardage markers to aim at for distance and accuracy control, baskets for chipping practice, 12 spacious covered bays, 8 outside bays, Huxley putting green (indoor).

The Ochils Putting Green

18 hole USGA specification putting green that is fun for all to play but also presents a tough challenge for the best of putters – bunkers, variable height rough areas and two large USGA specification greens with tiers and slopes to test every aspect of your putting.

- Call 01506 671607 to book your tee time
- Calnex ID required
- Linlithgow (5 minute drive from office)